

# Letter of Engagement

**Ref.No.: CUST0002/LOE/2024-2025/00018**

Date: 03 Sept 2025

Ganesh And Co.

Dear: Ganesh And Co.

Sub: Engagement letter – Letter of Engagement in ICAI Format for the year ended 2024-2025

## 1. [Reporting]

[Insert appropriate reference to the expected form and content of the auditor's report including, if applicable, the reporting on other information in accordance with SA 720 (Revised).]

The form and content of our report may need to be amended in the light of our audit findings.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

## 2. The objective and scope of the audit

You have requested that we audit the financial statements of Ganesh and Co., which comprise the Balance Sheet as at 31st March, 2023, the Statement of Profit and Loss and the (Cash Flow Statement<sup>1</sup>) for the year then ended and notes to the financial statements including a summary of significant accounting policies and other explanatory information. We are pleased to confirm our acceptance and our understanding of this engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Standards on Auditing (SAs) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

## 3. The responsibilities of the auditor

We will conduct our audit in accordance with the Standards on Auditing (SAs) specified under Section 143(10) of the Companies Act 2013. Those Standards require that we comply with ethical requirements. As part of an audit in accordance with SAs, we exercise professional judgment and maintain professional scepticism throughout the audit. We also;

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the company's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with SAs.

#### **4. The responsibilities of management and identification of the applicable financial reporting framework**

Our audit will be conducted on the basis that [management and, where appropriate, those charged with governance] acknowledge and understand that they have responsibility;

(a) For the preparation of financial statements that give a true and fair view in accordance with the Financial Reporting Standards. This includes;

(i) The responsibility for the preparation of financial statements on a going concern basis.

(ii) The responsibility for selection and consistent application of appropriate accounting policies, including implementation of applicable accounting standards along with proper explanation relating to any material departures from those accounting standards.

(iii) The responsibility for making judgements and estimates that are reasonable and prudent so as to give a true and fair view of the state of affairs of the company at the end of the financial year and of the profit or loss of the company for that period.

(b) For such internal control as [management] determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and

(c) To provide us with;

(i) Access, at all times, to all information, including the books, account, vouchers and other records and documentation, of the company, whether kept at the head office of the company or elsewhere, of which [management] is aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;

(ii) Additional information that we may request from [management] for the purpose of the audit; and

(iii) Unrestricted access to persons within the company from whom we determine it necessary to obtain audit evidence. This includes our entitlement to require from the officers of the company such information and explanations as we may think necessary for the performance of our duties as auditor.

As part of our audit process, we will request from [management and, where appropriate, those charged with governance], written confirmation concerning representations made to us in connection with the audit.

We also wish to invite your attention to the fact that our audit process is subject to 'peer review' under the Chartered Accountants Act, 1949 to be conducted by an Independent reviewer. The reviewer may inspect, examine or take abstract of our working papers during the course of the peer review.

We look forward to full cooperation from your staff during our audit.

[Other relevant information]

[Insert other information, such as fee arrangements, billings<sup>2</sup> and other specific terms, as appropriate.]

#### **Additional Fees**

Details of Engagement Estimate for the Letter of Engagement in Statutory Audit ICAI Template to Ganesh And Co.

| SI No | Expense Name     | Charges In INR  |
|-------|------------------|-----------------|
| 1     | Filing Charges   | 5000.00         |
| 2     | Professional Fee | 55000.00        |
|       | <b>Total</b>     | <b>60000.00</b> |

Very truly yours,

**A1; ABCD; ASB; HP; infinity; Mindtree; Nayana & Co; Raju & Co; Rakesh & Co; S&S; Start; T1; TRACe Test Demo and Co.; UBC; Varun & co; Venu**

[Firm Name]

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We agree to the terms of the engagement described in this letter.

**Ganesh And Co.**  
[Client Name]

[Signature]

[Date]

## Profile/Information about the Auditee

| SI No | Particulars   | Details           |
|-------|---|-------------------|
| 1     | Name of the auditee   | Ganesh And Co.    |
| 2     | Financial year of Audit   | 2024-2025         |
| 3     | Period of Audit (i.e. From dd/mm/yyyy to dd/mm/yyyy)  |                   |
| 4     | Constitution  | Partnership Firms |
| 5     | Changes in constitution during the year   |                   |
| 6     | Nature of Audit to be conducted – <ul style="list-style-type: none"> <li>• Statutory Audit</li> <li>• Tax Audit</li> <li>• Charitable/Religious Trust Audit</li> <li>• Special Audit</li> <li>• Internal/Other</li> </ul> |                   |
| 7     | Address(es) of places of Business   |                   |
| 8     | Audit scope (whole/specific unit)   |                   |
| 9     | Phone numbers of all places of business   |                   |
| 10    | Fax numbers of all places of business   |                   |
| 11    | E-mail addresses of all places of business  |                   |
| 12    | Date of Incorporation/Formation   | 14/07/2020        |
| 13    | Company (CIN)/Firm Registration Number  |                   |
| 14    | Income Tax PAN  |                   |
| 15    | TAN of all units  |                   |
| 16    | Central Excise Registration Numbers   |                   |
| 17    | Service Tax Registration Numbers  |                   |
| 18    | VAT Registration Numbers  |                   |
| 19    | GST Registration Numbers  |                   |
| 20    | Import Export Code Number (IEC)   |                   |
| 21    | Bank Account Details  |                   |
| 22    | Key persons for audit interaction   |                   |
| 23    | Contact person/ Coordinator   |                   |
| 24    | Nature of Business / Core Activity  |                   |
| 25    | Brief note on the manufacturing process   |                   |
| 26    | Main products / By-products   |                   |
| 27    | Main Raw materials used   |                   |
| 28    | Method of Accounting  |                   |
| 29    | Method of Book keeping  |                   |
| 30    | Accounting package used & generated reports   |                   |
| 31    | List of books (computerized/manual)   |                   |
| 32    | Covered by Internal Audit   |                   |
| 33    | Other entities where directors are interested   |                   |
| 34    | Nature of such interest   |                   |
| 35    | DIN of all Directors  |                   |

Very truly yours,

**For A1; ABCD; ASB; HP; infinity; Mindtree; Nayana & Co; Raju & Co; Rakesh & Co; S&S; Start; T1; TRACe Test Demo and Co.; UBC; Varun & co; Venu**

[Designation]

Place :

Date :

# Conduct Audit Workpaper Report

**Client Name:** Ganesh And Co.

**Audit No:** GAN25-36 - Statutory Audit ICAI Template

## Conduct Audit Heading wise Checkpoints Report

| SI No | Heading  | Check Point   | Assertions                                  | Workpaper Ref/Index   |
|-------|--|---|---|---|
| 1     | Schedule III - Balance Sheet Checklist - ASSETS - CURRENT ASSETS - Trade Receivables         | Has the Company given ageing schedule and further, bifurcated between considered good, considered doubtful, disputed and undisputed?  | Mandatory: Yes<br>Test Result:<br>Annexure: | Workpaper Ref:<br>Comments:<br>By:<br>On: 01/01/1900 00:00:00 |
| 2     | Schedule III - Balance Sheet Checklist - ASSETS - CURRENT ASSETS - Trade Receivables         | Has Unbilled dues disclosed separately?   | Mandatory: Yes<br>Test Result:<br>Annexure: | Workpaper Ref:<br>Comments:<br>By:<br>On: 01/01/1900 00:00:00 |
| 3     | Schedule III - Balance Sheet Checklist - ASSETS - CURRENT ASSETS - Trade Receivables         | Are only amounts due on account of goods sold or services rendered in the normal course of business classified as `trade receivable`? | Mandatory: Yes<br>Test Result:<br>Annexure: | Workpaper Ref:<br>Comments:<br>By:<br>On: 01/01/1900 00:00:00 |
| 4     | Schedule III - Balance Sheet Checklist - ASSETS - CURRENT ASSETS - Trade Receivables         | Are trade receivables further sub-classified into:<br>a. Secured, considered good   | Mandatory: Yes<br>Test Result:<br>Annexure: | Workpaper Ref:<br>Comments:<br>By:<br>On: 01/01/1900 00:00:00 |
| 5     | Schedule III - Balance Sheet Checklist - ASSETS - CURRENT ASSETS - Cash and cash Equivalents | Are Cash and cash equivalents classified as:<br>a. Balances with Banks  | Mandatory: Yes<br>Test Result:<br>Annexure: | Workpaper Ref:<br>Comments:<br>By:<br>On: 01/01/1900 00:00:00 |
| 6     | Schedule III - Balance Sheet Checklist - ASSETS - CURRENT ASSETS - Cash and cash Equivalents | Are Cash and cash equivalents classified as:<br>b. Cheques, drafts on hand:   | Mandatory: Yes<br>Test Result:<br>Annexure: | Workpaper Ref:<br>Comments:<br>By:<br>On: 01/01/1900 00:00:00 |
| 7     | Schedule III - Balance Sheet Checklist - ASSETS - CURRENT ASSETS - Cash and cash Equivalents | Are Cash and cash equivalents classified as:<br>c. Cash on hand: and  | Mandatory: Yes<br>Test Result:<br>Annexure: | Workpaper Ref:<br>Comments:<br>By:<br>On: 01/01/1900 00:00:00 |
| 8     | Schedule III - Balance Sheet Checklist - ASSETS - CURRENT ASSETS - Cash and cash Equivalents | Are Cash and cash equivalents classified as:<br>d. Others (specify nature).   | Mandatory: Yes<br>Test Result:<br>Annexure: | Workpaper Ref:<br>Comments:<br>By:<br>On: 01/01/1900 00:00:00 |

# Audit Issues and Closure

**Client Name:** Ganesh And Co.

**Audit No:** GAN25-36 - Statutory Audit ICAI Template